



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 19TH SUSTAINMENT COMMAND (EXPEDITIONARY)**  
**UNIT #15015**  
**APO AP 96218-5015**

REPLY TO  
ATTENTION OF:

2007 04. 11

EANC-GP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #7 – Officer Utilization

1. REFERENCES.

a. DA Pam 600-3, Commissioned Officer Development and Career Management, 28 December 2005.

b. AR 614-30, Overseas Service, 25 July 2006.

2. PURPOSE. This memorandum provides my policy and procedural guidance regarding officer utilization within the 19<sup>th</sup> Sustainment Command (Expeditionary) (ESC).

3. APPLICABILITY. This policy applies to all Active Component officers and warrant officers assigned to the 19<sup>th</sup> ESC.

4. GENERAL POLICY. Army requirements are the primary factors in selecting an officer for an assignment. Officer professional development, grade, control code/MOS, education, experience, availability, and an officer's preference are other factors affecting assignments. Every attempt will be made to make assignments fair and equitable. Like units will be manned at comparable levels. In terms of quality and quantity of officers, consistent with operational readiness requirements and priorities established by the Commander, 19<sup>th</sup> ESC, the equitable distribution of officers will be done by the following categories:

- Resident Intermediate Level Education (ILE) graduates - Military Education Level 4 (MEL 4)
- CPT(P) and Majors who are Non-ILE graduates
- Captains Career Course (CCC) graduates (MEL 6)

a. Lieutenants. Commanders' first priority should be to place lieutenants in leadership positions, allowing junior officers the best professional development, growth and leadership opportunities. Our goal is to minimize the number of lieutenants in staff positions.

b. Captains. To the extent possible, incoming captains who have graduated from CCC will be assigned to brigade and battalion level staff positions for a period of 3

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to 6 months prior to assuming command, unless professional reasons dictate otherwise. An officer selected for command must submit a Foreign Service Tour Extension (FSTE) prior to command commensurate with a 12 to 15 month command tour. Priority for command goes to deserving CCC graduates who have not previously commanded. I must approve placement of any non-CCC graduate into command of a unit authorized a captain or higher.

c. Field Grade Officers. Majors and lieutenant colonels are assigned to branch preferred experience positions as an essential element of their career progression. Priority for branch preferred experience positions is given to senior non-branch qualified majors in theater who have completed ILE. The MSC commanders will coordinate with the G1 prior to internally reassigning field grade officers and promotable captains or when filling any field grade positions. The G1 will apprise the command group of the assignment of all majors and resolve conflicts when the affected units and staff principals cannot agree. On an annual basis, the G1 will present a recommended field grade slate to the command group for decision. I approve all field grade assignments.

d. Warrant Officers. The G1 manages all warrant officers. The MSCs will assign warrant officers to their units IAW authorizations.

5. SPECIFIC POLICIES. Officer Transfers. Officers assigned to this command will serve their full tour of duty within the 19<sup>th</sup> ESC. Requests for transfers between the 19<sup>th</sup> ESC MSCs or to units outside the 19<sup>th</sup> ESC are considered on a case-by-case basis and approved by this headquarters prior to any officer transfer. Officers transferring to a unit outside the 19<sup>th</sup> ESC or transferring to another unit within the 19<sup>th</sup> ESC must submit a Cost Estimate Worksheet, a Letter of Release from the losing command and a Letter of Acceptance from the gaining command. The letters must include the desired release date.

6. SUPERSESSON. This Policy memo supersedes 19<sup>th</sup> TSC Command Policy Letter #7, 7 Jan 05.

7. The point of contact for this policy is the ACoFS, G1 at 768-8569.



RAYMOND V. MASON  
Brigadier General, USA  
Commanding

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